



# City of Tempe

## ECONOMIC DEVELOPMENT DIRECTOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	383	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Economic Development	<i>Salary / Hourly Minimum:</i>	\$133,893
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$179,856
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Officials and Administrator
<i>Physical:</i>	No		

\*\*This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

### REPORTING RELATIONSHIPS

Receives general direction from the City Manager or Assistant City Manager.

Exercises administrative supervision over professional, technical and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of management or administrative experience in planning, community, urban economic development, project management or directly related to the core functions of this position which involved considerable contact with municipal governments, developers, or operations management.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in public or business administration, urban planning or degree related to the core functions of this position. Master's degree is preferred.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and administer the activities and operations of the Economic Development Division; and to provide responsible and complex administrative support to the City Manager's Office. This position is a deputy department head who cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide the Division's services to internal and external customers.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Administer, plan, and direct the Division, including business recruitment and retention programs.
- Develop, plan, implement, and manage Division goals, objectives and workplans; assign work activities, projects, and programs; monitor workflows; recommend, administer, review and update administrative practices, procedures and policies.
- Develop, propose and implement services, programs and policies for effective recruitment of new industry, new business, and new investments in the area; propose and develop policies to stimulate expansion of existing industry, existing business, and existing investments in the area.
- Network within the business and regional economic development organizations; represent and promote the City through participation on various committees, business round tables, and strategic alliances to develop strong working relationships with key individuals in finance, real estate, development, and business.
- Act as liaison to existing industrial and business land and building owners, developers, marketing firms, financial transportation and utility firms, and Federal, State, regional and county agencies regarding loans, grants, data, and educational resources relating to the economic development program.
- Develop, coordinate, and oversee business and industry research, reports and recommendations activities.
- Select, train, motivate and evaluate subordinate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ: Competencies</a></p>		

#### **JOB DESCRIPTION HISTORY**

*Effective February 2000*  
*Revised August 2001*  
*Revised Nov 2005*  
*Revised Dec 2010 (Title change)*  
*Reactivated March 2013*